

Board structure and committees:

The Board of Directors consists of First Nations individuals who volunteer their time towards achieving the Mandate and Goals of our organization. They are nominated by the First Nations Central Interior Communities, Agencies and Organizations within our designated geographic service area.

They are selected for their experience, training and skills in business, community economic development, management and administration. They all live and work in our communities and represent our geographical area and the variety of sectors within these geographical boundaries. The Board of Directors is responsible for planning, implementing and directing all of the activities undertaken by our organization. They make decisions by consensus and set organizational direction through community consultation.

▪ **Board Committees;**

EXECUTIVE;

This is a Standing Committee of the Board.

There are four Executive Members; Chair, Vice-Chair, Treasurer and Secretary. They, through the Chair, guide the proceedings at the meetings. The Chair is responsible for the supervision of the Director of Operations. They ensure documentation and accuracy of meeting minutes, assist with the orientation of new Board members and may act on behalf of the Board as may be necessary.

Specific Responsibilities include, but are not limited to:

1. To act as immediate advisors and to provide direction to the CFDC of CIFN through the Director of Operations as situations arise between Board Meetings.
2. To act on behalf of the CFDC of CIFN in political situations when necessary.
3. To review and make recommendations, facilitate the process and compliance respecting the CFDC's Strategic Plan.
4. To initiate, review and assist in the development of policies and regulations governing the obligations of CFDC of CIFN, its programs and projects for Board Approval in conjunction with the Director of Operations
5. To ensure financial reporting requirements are adequate and appropriate.
6. To safeguard the status of the CFDC as a not for profit society.
7. To safeguard the assets of the CFDC.
8. To present recommendations for policy amendment, as necessary, either through the committee chairperson or the CFDC Director of Operations

PERSONNEL COMMITTEE

As a standing committee of the CFDC of CIFN, it is the role of the Personnel Committee:

1. To initiate, review and assist in the development of policies and regulations governing the employment and working conditions of all administrative and project staff for consideration by the Board.
2. To ensure the development, updating and application of a Personnel Policy, organization chart and make salary recommendations as appropriate to the Board.
3. To monitor the budgets respecting staff levels for all administrative and projects staff.
4. To initiate and/or monitor the development and application of personnel evaluation tools for the effective measurement of performance, remedial action and salary or compensation adjustment of the Director of Operations for approval of the Board.

- a. To perform the evaluation of the Director of Operations for consideration by the Board.
5. To monitor the implementation of the Board approved Personnel Policies of the CFDC of CIFN, as appropriate and respecting the responsibilities of the Director of Operations, as may be required from time to time.
6. To assist as may be required in selection of new positions that may become available in the CFDC of CIFN
7. May present recommendations for policy amendment, salary/compensation adjustments and personnel budgets to the Board for approval either through the Personnel Committee chairperson or through the Director of Operations.

The Director of Operations is responsible to the Chairman of the Board. All other staff are the responsibility of the Director of Operations who is required to manage staff through the Board approved policies.

FINANCE COMMITTEE

As a committee of the CFDC of CIFN, it is the role of the Finance Committee to:

1. To select a chairperson or spokesperson to manage committee meetings, ensure documentation of meeting minutes, and assist with the orientation of new committee members.
2. To initiate, review and assist in the development of policies and regulations governing the financial and contractual obligations of the CFDC of CIFN, its affiliates, its programs and projects.
3. To ensure financial reporting requirements are adequate and appropriate.
4. To ensure financial and contractual compliance in all aspects of the CFDC of CIFN programs and projects.
5. To support the director of Operations
 - a. To act as the audit committee as may be required from time to time.
 - b. To safeguard the status of the CFDC of CIFN as a not for profit society
 - c. To safeguard the assets of the CFDC of CIFN.

The finance committee shall convene at the request of the Board or the Director of Operations. Business shall normally be conducted at a duly convened Board Meeting.

LOANS COMMITTEE

It is the role of the Loans Committee to review, approve or reject all loan applications between Board Meetings. They are a 'committee of the whole' and once they make a loan decision then the Staff are allowed to disburse the loan or let the client know the loan has been rejected. All Loan Committee decisions are brought to the full Board Meeting and formal motions are made, approved and recorded at the Meeting. *(Please note: In this manner we are able to expedite loan approvals and disbursements in a timely manner to meet the client needs)*

- **Office locations and coverage of communities (i.e. offices, part time staffing in other communities)**
 - We are in all of our areas twice monthly on a regularly scheduled rotation to work with new and existing loan clients
 - We provide training – workshops, seminars or longer programs in the communities at their request and in conjunction with the community resources
 - Use of space is generally provided by the communities as part of their contributions to our CF services
- **Staff and board training plans**
 - Board Members are encouraged to identify one personal development activity or conference per year
 - During the 2014 – 2015 fiscal year we hope to have:
 - 2 Staff and 2 Board Members attend the Council for the Advancement of Native Development Officers being held Sept. 2014, in Nanaimo,

- 1 Staff complete the Native Adult Instructors Diploma Program through Nicola Valley Institute of Technology or the Provincial Instructors Diploma Program through another Institution.
- 1 Staff continue studies in CED
- 1 Staff and 2 Board Members attend the National Aboriginal Capital Corporation Association Annual General Meeting in Thunder Bay, Ontario in June 2014.
- A minimum of 2 attend the Community Futures of BC Annual Conference.